

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## **CHIEF ENVIRONMENTAL HEALTH SANITARIAN**

**Salary Range: \$56,222.92 - \$72,286.76/ANNUALLY**

### **POSITION**

Vacancy is in the Environmental Health Division of the Health and Human Services Department. Under general direction, supervises and directs the activities of environmental inspectors including the following: Sanitarians, Public Health Sanitarian Inspectors, and Lead Poisoning Prevention personnel. Oversees licensing, data collection, preparation and submission of Environmental Health Division (EHD) reports. Develops and implements strategies to improve and sustain inspectors' performance and productivity. Ensures that the Public Health Code and pertinent municipal ordinances are implemented and upheld. Serves as the EHD representative at interdepartmental and interagency meetings. Provides administrative and technical support to program staff. Performs related work as required. This is a union position and the hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

### **QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in public health or a closely-related field. Master's Degree from an accredited college or university in public health is preferred. Five (5) years of experience in the field of public health, including two years of supervisory experience. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

### **NECESSARY SPECIAL QUALIFICATIONS**

Must possess and maintain the following licenses and certifications: a valid driver's license, certification as a Connecticut Registered Sanitarian, a valid Food Establishment Inspector Certification from the State of Connecticut, a Lead Inspector Certification from the State of Connecticut, and a Phase I Subsurface Sewage Disposal Certification from the State of Connecticut. **COPIES OF YOUR DRIVER'S LICENSE AND ALL STATE CERTIFICATIONS MUST BE SUBMITTED WITH THE APPLICATION.**

### **EXAMINATION**

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of sanitary sciences, including bacteriology, chemistry, and personal hygiene; Knowledge of modern methods, principles and practices of public health sanitation; Knowledge of laws, ordinances and regulations governing environmental health; Ability to interpret and explain regulatory provisions of City, State, and Federal statutes, laws and codes; Ability to establish and maintain effective working relationships with community leaders and the general public; Ability to participate in the effective presentation of ideas in oral and written communications. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.**

**Exam No: 2649**

**Issued: 7/15/2010**

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

#### **DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.